

INTAKE FORM: The Fired Employee

If you are fired from a job, and you feel it was unfair or against the law, you may hire an attorney to help you in a lawsuit against your former employer. As you get ready for the first meeting with your attorney, what sort of information should you be ready to provide? Answering the following questions may help you prepare for that first meeting, and will also help your attorney get a better understanding of your case. Your attorney will want to know, for example, if you were disciplined for misconduct or poor performance before you were terminated from your job, or whether you have ever been fired by other employers. This information will help your attorney develop a complete understanding of your situation and your potential for a recovery.

Name: _____

Date of Birth: _____

Race/Nationality: _____

Social Security Number: _____

Address:

Length of Time at that Address: _____ years

Previous Address(es) (for last 10 years):

Home Telephone Number: _____

Work Telephone Number: _____

Facsimile Number: _____

E-mail Address: _____

Former Name(s): _____

Marital Status: _____

Previous Marriage(s): Yes ____ No ____ Ended By? _____

Children

<i>Name</i>	<i>Date of Birth</i>	<i>Living at Home?</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employer at Time of Termination: _____

Job Position/Title at Termination: _____

Former Employer's Address: _____

Length of Time with Former Employer: _____ years _____ months

Date of Hire: _____

Date of Termination: _____

Previous Employer(s) (for last 10 years): _____

Gross Monthly Income at Time of Termination: \$ _____

Other Income at Time of Termination: _____

Benefits Provided by Employer: _____

How was your termination conducted (e.g. were you told by telephone, in person, by letter)? _____

What was the reason or explanation given for your termination? _____

Who terminated you? _____

If in person, was anyone else present at the time? _____

Who was your immediate superior at the time of your termination? _____

Had you ever been disciplined prior to your termination? _____

Had you received any verbal warnings? _____

If yes, explain: _____

Had you received any written warnings? _____

If yes, explain: _____

Were you ever given an employee handbook ? _____

Do you have a copy of it? _____

Why do you believe that you were terminated? _____

Since your termination, have you had any contact with your former employer or any former co-workers? _____

If yes, explain: _____

Have you ever been terminated from other employment? _____

If yes, explain: _____

Have you found a new job? _____

Name of Present Employer _____

Address of Present Employer _____

Current Immediate Superior _____

Current Job Position/Title _____

Current Gross Monthly Income _____

Benefits Provided by Current Employer _____

Have you ever been arrested? _____

If yes, explain: _____

Are you in good health? _____

Explain all current and chronic illnesses, past and future surgeries, medications you are currently taking, and other relevant health information: _____

Do you have a history of alcohol or drug abuse? _____

If yes, explain: _____

Other Important Information:

Questions to Ask My Attorney:
